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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Assistant Director for Operations  
FROM : Chief, Foreign Documents Division  
SUBJECT: FDD Monthly Progress Report - February 1954

DATE: 10 March 1954

25X1A

ADMINISTRATION

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1. As of 28 February 1954 the total personnel on duty was [REDACTED]
  2. [REDACTED] FDD linguists participated in pilot testing conducted by [REDACTED] Chief, Testing and Evaluating Branch, OTR, to establish norms for testing personnel with secondary facility in English.
  3. First Lt. Thomas Snyder, civilian editor of Publications Branch, G-2, served 15 days Army Reserve training duty in Reports Branch, FDD.
  - 25X1A  
4. Plans were initiated for conducting an FDD indoctrination course to better acquaint division personnel with FDD's mission and operations in relation to the whole intelligence community.
  - 25X1A  
5. [REDACTED] in seminars with selected key personnel of Western World, Eastern Europe, and Reports Branches, clarified FDD's position in relation to NSCID-16. Such seminars will be held for other branches.
  - 25X1A  
6. [REDACTED] completed the first OTR Management Course.
  - 25X1A  
7. Deputy Chief [REDACTED] represented OO on the panel for the DD/I Area in the Agency Orientation Course of 2 February. Twenty-two members of FDD participated in the course.
  - 25X1A  
8. [REDACTED] of Far East Branch began teaching a course in Mongolian at NSA on 18 February.
  9. Arrangements are being made with OTR regarding a typing course for FDD operational personnel. A similar course was previously conducted and added materially to the division's production capability.

OPERATIONS

1. The nineteenth and twentieth meetings of the Subcommittee on Exploitation of Foreign Language Publications were held on 5 and 19 February, respectively. These meetings were devoted to an examination of the exploitation of scientific and technical publications. The next meeting is scheduled for 5 March 1954.

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2. The Linguist Consultation Service processed 839 items during the month, the highest monthly total since the operation began.

3. A request was received from AD/SI for a Linguist Consultation Service branch in Barton Hall when or if OSI moves to that area. This request will be met on a part-time basis.

4. Rotation has been initiated as a part of the Division's career service program: an editor with Russian language ability is serving in the USSR Branch and a linguist with editorial ability is assigned from Western World Branch to the Editorial Section.

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5. [REDACTED] of Scientific and Technical Branch has been designated, on request of OSI, as FDD representative for coordination of OSI's agricultural project.

6. On 16 February several branches of the Economic Defense Division, ORR, held a seminar with FDD personnel to outline functions and needs. A similar meeting was held with Materials Division, ORR, on 23 February.

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7. [REDACTED] new [REDACTED] conferred with Division Chief and other personnel regarding FDD interests in the area of his operations.

8. Special services rendered:

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Seventy-four pages from English to Spanish for the [REDACTED] Conference were completed in six days.

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Twelve pages of Ukrainian Pointee-Talkee reverse translation were proofread for ONI.

9. Commendations:

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[REDACTED]

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From Mr. Matthew Baird, Director of Training, to [REDACTED] Deputy Chief, FDD, for [REDACTED] presentation at the Agency Orientation Course on 2 February 1954.

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[REDACTED]

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